



MIAMI BEACH

Announcement of Open Position

COMMUNITY RESOURCE ASSISTANT (Office Associate V) \$38,928.92 ANNUAL SALARY

Open: 02/06/06 8:30A.M.
Close: UNTIL FILLED

NATURE OF WORK

This is advanced public service work providing assistance to the business community in the delivery of city services. Employees in this class are responsible for analyzing and investigating requests for assistance and coordinating effective service delivery. Responsibilities include investigating service requests for assistance, facilitating and coordinating multi-jurisdictional public and private service delivery, identifying opportunities for the enhancement of City service delivery, making site visits with citizens and business owners as required, making public presentations, and preparing correspondence and written reports for the business community. Incumbents exercise some independent judgment in conducting investigative casework and in making effective recommendations for the resolution of service delivery problems. Serves as economic development liaison between the City and the business community. Supervision is received from an administrative superior who reviews work for effective assistance to the public and conformance with established policies and procedures.

MINIMUM REQUIREMENTS

Bachelor's degree in Public/Business Administration or a related field and one (1) year full-time responsible administrative support experience including the maintenance of a detailed filing system and the use of personal computers. Additional related experience may substitute for education on a year-for-year basis.

PREFERENCES

Considerable knowledge of the structure and functions of City government. Considerable knowledge of economic development methodologies and practices. Considerable knowledge of local, state, federal and non-profit resources available to the local citizenry. Considerable knowledge of investigative techniques and case management procedures. Considerable knowledge of public relations principles and techniques. Considerable knowledge of City codes and departmental policies and procedures applicable to the area of assignment. Knowledge of office practices and procedures. Ability to analyze and investigate requests from the public and coordinate effective service delivery. Ability to exercise tact and diplomacy in dealing with members of the public and with other public and private officials. Ability to prepare records, forms, reports and correspondence. Ability to review complex requests for assistance and identify opportunities for the enhancement of City service delivery. Ability to communicate clearly and concisely, verbally and in writing. Ability to speak, read and write Spanish.

TO APPLY

E-Mail two (2) detailed resumes by close date to:

jobs@miamibeachfl.gov

or via mail to:

FAXES NOT ACCEPTED

MIAMI BEACH CITY HALL
Human Resources Department
ATTENTION: CRA-ANN
1700 Convention Center Drive
Miami Beach, FL 33139

CLASS NO: 2120
UC NO: **05-U01-073**

EOE/AA/ADA/VET PREF